

STATE OF TENNESSEE
COMMUNITY SERVICES BLOCK GRANT PROGRAM
FISCAL YEAR 2009 STATE PLAN
JULY 1, 2008 - JUNE 30, 2009



PHIL BREDESEN
Governor

DEPARTMENT OF HUMAN SERVICES
Designated State Agency

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Commissioner

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State Plan please contact:

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TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE NUMBER</u>
CHAPTER I, INTRODUCTION	2
Background	2
Period Covered by the Community Services Block Grant Plan	2
Purpose of the Community Services Block Grant Plan	2
Authority and Responsibilities of the Community Services Block Grant Program	3
Overall Program Goals	3
Individuals to be Served	9
Where to Apply for Services	9
CHAPTER II, HOW THE FY 2008-2009 COMMUNITY SERVICES BLOCK GRANT STATE PLAN IS DIFFERENT FROM THE FY 2007-2008 PLAN	10
CHAPTER III, CLIENT ELIGIBILITY	11
CHAPTER IV, CSBG SERVICES TO BE PROVIDED	13
CHAPTER V, PLANNING AND COORDINATION	24
CHAPTER VI, ADMINISTRATION AND FINANCING	26
Certifications and Assurances	28
APPENDICES:	
1. Organizational Charts of the Tennessee Department of Human Services	38
2. Map of CSBG Agencies in Tennessee	42
3. List of CSBG Agencies, Counties Served, Addresses, and Telephone and Fax Numbers	44
4. Incidence of Poverty in Tennessee by County and Proposed Funding for Local CSBG Agencies	48

CHAPTER I

INTRODUCTION

Background

From its inception in 1937, the Tennessee Department of Human Services has been responsible for administering social services programs in the State. In 1983, the responsibility to administer the State's Community Services Block Grant Program was transferred to the Department of Human Services from the Tennessee Community Services Administration, which had administered the program since enactment of the Community Services Block Grant in 1981.

The Community Services Block Grant (CSBG) Program is a successor to most of the Office of Economic Opportunity and Community Services Administration programs which were terminated upon enactment of the Omnibus Budget and Reconciliation Act of 1981. This Act created the CSBG program, as it is known today. CSBG programs are designed to provide services for the poor and near poor to reduce or eliminate the causes of poverty. Client eligibility for services is contained in Chapter III of this plan. A description of CSBG services is given in Chapter IV of this plan.

Period Covered by the Community Services Block Grant State Plan

The period covered by the CSBG State Plan is July 1, 2008 through June 30, 2009 and is referred to in the plan as FY 2009.

Purpose of the Community Services Block Grant State Plan

The CSBG State Plan is a blueprint for organizing and delivering necessary services to the citizens of the State with an emphasis on serving the poor and near poor.

The Tennessee Department of Human Services is the single State agency designated to receive and administer CSBG funds. The Department is required to develop a plan, which provides information to Tennessee citizens concerning the intended uses of these funds.

This Plan incorporates input from individuals and organizations, including the local CSBG agencies. The final Plan describes the services to be provided, the eligibility requirements for services, the estimated number of customers to be served, and the estimated expenditures for each service program. In addition, the Plan addresses how program success for customers will be measured.

The Plan allocates scarce CSBG resources to assist the poor and near poor in the State. Ninety-five percent of the State's available CSBG funds have been allocated to the State's CSBG agencies for services to eligible clients. The State's allocation and the formula used for allocating funds to local agencies are included in Chapter VI of this Plan. Allocations to local agencies are included in Appendix 4.

Authority and Responsibilities of the Community Services Block Grant Program

The Tennessee Department of Human Services has been designated as the state agency to administer the CSBG program in the State. Further, the Governor has delegated to the Department the responsibility for making the program's required assurances and certifications to the U. S. Department of Health and Human Services. The assurances and certifications are contained in Chapter VI of this plan.

Overall Program Goals

The overall program goals for CSBG are:

- (1) to provide a range of services and activities having a measurable and potentially major impact on the causes of poverty in the community or those areas of the community where poverty is a particularly acute problem;
- (2) to provide activities designed to assist low-income participants including the elderly poor;
- (3) to provide on an emergency basis such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor;
- (4) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals; and
- (5) to encourage the use of entities in the private sector of the community in efforts to relieve or remedy poverty conditions in the community.

Customer Goals

Regardless of the programs provided to customers, they must be goal-directed. Goals should be results-oriented with predetermined measures used to evaluate success. Goals include:

1. Low-income people become more self-sufficient;
2. The conditions in which low-income people live are improved;
3. Low-income people own a stake in their community;
4. Partnerships among supporters and providers of services to low-income people are achieved;
5. Agencies increase their capacity to achieve results;
6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

CSBG agencies are required to address the six national goals mandated by the Office of Community Service (OCS). The National Performance Indicators (NPI) Planning Packet for each agency describes how they address these goals and it should be submitted on an annual basis with the agency's proposal. It is important that data for these measures are gathered agency-wide and consider both the overall effectiveness of the program and customer success.

Outcome measures involve the agency's mission and are quality-oriented. They relate to how the agency is doing in providing services and empowering its customers to make needed changes in their lives. Each goal has an outcome-oriented list of measures which the agency can select to measure success. Agencies are encouraged to report outcomes for all activities that relate to the National Performance Indicators.

In order to show the full range of agency services, agencies are encouraged to also collect data on any significant outcomes not included as a performance indicator. Outcomes that are not reflected by the National Performance Indicators should be recorded in the NPI Planning Packet as 'OTHER' and/or described in the narrative section of the annual CSBG/IS report. Significant outcomes not included in the National Performance Indicators will be reported to the state. Agencies will also use all information collected in local planning to improve service delivery strategies. Additional outcome measures may be based on the ROMA/MATF (Monitoring and Assessment Task Force) outcome measures when possible. These results-oriented measures or National Performance Indicators follow:

National Goal 1 – Client and Family Level Goals and Measures:
Low-income People Become More Self-sufficient

National Performance Indicator 1.1 – Employment

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

- A. Unemployed and obtained a job
- B. Employed and obtained an increase in employment income
- C. Achieved "living wage" employment and benefits

National Performance Indicator 1.2 – Employment Supports

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:

- A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma
- B. Completed ABE/GED and received certificate or diploma
- C. Completed post-secondary education program and obtained certificate or diploma
- D. Enrolled children in before- or after-school programs, in order to acquire or maintain employment
- E. Obtained care for child or other dependant in order to acquire or maintain employment
- F. Obtained reliable transportation and/or driver's license in order to acquire or maintain employment
- G. Obtained health care services for themselves or a family member in order to acquire or maintain employment
- H. Obtained safe and stable housing in order to acquire or maintain employment
- I. Obtained food assistance in support of employment stability
- TN-J. Obtained food assistance in support of employment stability (i.e., for purchase of uniforms, tires, tools, etc)

National Performance Indicator 1.3 – Family Resource Enhancement and Utilization

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome as measured by one or more of the following:

A. Enhancement –

1. Number and percent of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits
2. Number and percentage obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments
3. Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings
4. Required TN4: Number of participating households experiencing an increase in disposable income as a result of acquiring food through agency and the aggregated dollar amount of increase
5. Required TN5: Number of participating households experiencing an increase in disposable income as a result of acquiring donated items (other than food) through agency and the aggregated dollar amount of increase
6. Required TN6: Number of participating households experiencing an increase in disposable income as a result of receiving child care payments through agency and the aggregated dollar amount of increase

B. Utilization –

1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days
2. Number and percent opening an Individual Development Account (IDA) or other savings account who increased savings, and the aggregated amount of savings
3. Of participants in as community action asset development program (IDA and others):
 - a. Number and percent capitalizing a small business due to accumulated savings
 - b. Number and percent pursuing post-secondary education due to savings
 - c. Number and percent purchasing a home due to accumulated savings

National Goal 2 – Community Level Goals and Measures

The Condition in Which Low-income People's Lives are Improved

National Performance Indicator 2.1 Community Opportunities and Resources

Increase in the availability of opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

- A. Accessible “living wage” jobs created or retained in the community
- B. Safe and affordable housing units created in the community
- C. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action or advocacy
- D. Accessible and affordable health care services/facilities for low-income people created or maintained
- E. Accessible safe and affordable child care or child development placement opportunities for low-income families created or maintained
- F. Accessible ‘before’ school and ‘after’ school program placement opportunities for

- low-income families created or maintained
- G. Accessible new, preserved, or expanded transportation resources available to low-income people, including public or private transportation
- H. Accessible preserved or increased educational and training placement opportunities for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education

National Performance Indicator 2.2 -- Community Quality of Life and Assets

The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

- A. Increases in community assets as a result of change in law, regulation or policy, which results in improvements in quality of life and assets
- B. Increase in the availability or preservation of community facilities
- C. Increase in the availability or preservation of services to improve public health and safety
- D. Increase in the availability or preservation of commercial services within low-income neighborhoods
- E. Increases or preservation of neighborhood quality-of-life resources
- F. Required TN-F. Number of agency-wide informational and/or referral (I&R) contacts with members of the community (contacts).
- G. Required TN-G. Number of felony offenders maintaining their participation in the Community Correction Program because of supportive services provided through community action and the appropriate dollar amount of savings to the community by the reduced time of incarceration (# of individuals, \$ amount of savings)

National Goal 3 – Community Level Goals and Measures **Low-Income People Own a Stake in Their Community**

National Performance Indicator 3.1 – Commitment of Time

The number of volunteer hours donated to Community Action.

The total number of hours volunteered to Community Action.

National Performance Indicator 3.2 – Civic Investment

The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:

- A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through community action efforts
- B. Number of low-income people acquiring businesses in their community as a result of community action
- C. Number of low-income people purchasing their own homes in their community as a result of community action assistance
- D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action

National Goal 4 – Agency Level Goals and Measures

Partnerships Among Supporters and Providers of Services to Low-income Persons are Achieved

National Performance Indicator 4.1 -- Partnerships

The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

The number of organizations that Community Action Agencies work with to promote family and community outcomes.

National Goal 5 - Agency Level Goals and Measures

Agencies Increase Their Capacity to Achieve Results

National Performance Indicator 5.1 – Resources Mobilized

The number of dollars mobilized by community action, including amounts and percentages from:

- A. Community Services Block Grant (CSBG)
- B. Non-CSBG Federal Programs
- C. State Programs
- D. Local Public Funding
- E. Private Sources (including foundations and individual contributors)
- F. Value of Volunteer Time

National Goal 6 – Client and Family Level Goals

Low-income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.1 – Independent Living for Senior Citizens

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services.

A. Senior Citizens

- TN C. 1. Obtained food assistance in order to maintain an independent living situation (provisional).
- TN.C. 2. Obtained assistance with medicine and/or medical supplies in order to maintain an independent living situation. (provisional).
- TN.C. 3. Obtained transportation assistance in order to maintain an independent living situation (provisional).
- TN.C. 4. Obtained housing assistance in order to maintain an independent living situation (provisional).
- TN.C. 5. Obtained energy assistance in order to maintain an independent living situation (provisional).
- TN.C. 6. Obtained assistance with non-medical personal care in order to maintain an independent living situation (provisional).
- TN.C. 7. Participated in socialization activities in order to maintain an independent living situation (provisional).

B. Individuals with Disabilities

- TN.D. 1. Obtained food assistance in order to maintain an independent living situation (provisional).
- TN.D. 2. Obtained assistance with medicine and/or medical supplies in order to maintain an independent living situation. (provisional).
- TN.D. 3. Obtained transportation assistance in order to maintain an independent living situation (provisional).
- TN.D. 4. Obtained housing assistance in order to maintain an independent living situation (provisional).
- TN.D. 5. Obtained energy assistance in order to maintain an independent living situation (provisional).
- TN.D. 6. Obtained assistance with non-medical personal care in order to maintain an independent living situation (provisional).
- TN.D. 7. Participated in socialization activities in order to maintain an independent living situation (provisional).

National Performance Indicator 6.2 – Emergency Assistance

The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided, including such services as:

- A. Food
- B. Emergency Payments to Vendors, including Fuel and Energy Bills
- C. Temporary Shelter
- D. Emergency Medical Care
- E. Protection from Violence
- F. Legal Assistance
- G. Transportation
- H. Disaster Relief
- I. Clothing
- TN. J. Number of families moving from homeless or transitional housing into stable standard housing.

National Performance Indicator 6.3 – Child and Family Development

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:

- A. Infants and Children –
 - 1. Infants and children obtain age appropriate immunizations, medical and dental care
 - 2. Infant and child health and physical development are improved as a result of adequate nutrition
 - 3. Children participate in pre-school activities to develop school readiness skills
 - 4. Children who participate in pre-school activities are developmentally ready to enter kindergarten or first grade
- B. Youth –
 - 1. Youth improve physical health and development
 - 2. Youth improve social/emotional development
 - 3. Youth avoid risk-taking behavior for a defined period of time

4. Youth have reduced involvement with criminal justice system
5. Youth increase academic, athletic or social skills for school success by participating in before or after school programs

C. Adults –

1. Parents and other adults learn and exhibit improved parenting skills
2. Parents and other adults learn and exhibit improved family functioning skills

D. Family Maintenance –

1. Obtained food assistance in support of family stability (participants) (provisional)
2. Obtained assistance with medical and/or medical supplies in support of family stability (participants)(provisional)
3. Obtained transportation assistance in support of family stability (participants)(provisional)
4. Obtained housing assistance in support of family stability (participants)(provisional)
5. Obtained energy assistance in support of family stability (participants) (provisional)

Individuals to be Served

There were approximately 750,000 persons in Tennessee at or below 125% of the Office and Budget's Poverty Income Guidelines according to the latest Census. These individuals are eligible to receive CSBG services if they document their income and demonstrate a need for desired services. The most recent poverty data from the Census Bureau will be incorporated into the allocations for the FY 09 State Fiscal Year.

Where to Apply for Services

Persons interested in applying for CSBG services or obtaining additional information should contact the local CSBG agency serving their county. Appendix 2 contains a map of local CSBG agencies in Tennessee. Appendix 3 contains a list of CSBG agencies, counties served, addresses and telephone numbers.

CHAPTER II

HOW THE FY 2009 COMMUNITY SERVICES BLOCK GRANT STATE PLAN IS DIFFERENT FROM THE FY 2008 PLAN

The FY 2009 CSBG State Plan is different from the FY 2008 plan in the following areas:

- Chapter 1, pages 7, 8, and 9 includes additions to NPI 2.2, NPI 6.1, and NPI 6.3, as described in the CSBG Manual Volume 3. Tennessee indicators are included.
- Chapter III, page 11, describes the FY 09 Poverty Income Guidelines to be used in determining client eligibility for service.
- Chapter IV, page 13 reflects the latest CSBG Service definitions. These definitions are now identical to those provided by OCS (Office of Community Services) and NASCSP (National Association of Community Service Programs).
- Chapter VI, page 26, describes Community Services structure within the Department of Human Services.

CHAPTER III

CLIENT ELIGIBILITY FOR CSBG SERVICES

Client eligibility for all services is based on income eligibility and need for the service. If Information and Referral is provided as an umbrella service, it is provided *Without Regard to Income*. Income eligibility means that the household income is at or below 125% of the Department of Health and Human Services Poverty Guidelines. A household is defined as any individual or group of individuals living together as one economic unit. Income eligibility and documentation of the client's need for service must be completed in order to establish client eligibility prior to delivery of services. Self-declaration of income eligibility (125% or less than the poverty guidelines) and need is permitted in some services as specified in the State's CSBG eligibility policies.

The table below gives the CSBG Income Eligibility Guidelines, which are 125% of the HHS 2009 Poverty Income Guidelines.

CSBG POVERTY INCOME GUIDELINES

(125% HHS POVERTY GUIDELINES*)

Size of Family Unit	125% HHS Maximum Allowable Income for CSBG	Monthly Limit
1	\$13,000.00	\$1,083.33
2	\$17,500.00	\$1,458.33
3	\$22,000.00	\$ 1, 833.33
4	\$26,500.00	\$ 2,208.33
5	\$31,000.00	\$ 2,583.33
6	\$35,500.00	\$ 2,958.33
7	\$40,000.00	\$ 3,333.33
8	\$44,500.00	\$ 3,708.33

For family units with more than 8 members, add \$4,500.00 annually for each additional member or \$375.00 per month.

*Federal Register / Vol. 73, No. 15 / Wednesday, January 23, 2008

Income to Be Considered In Determining Eligibility:

Household income includes total annual cash receipts before taxes from all sources; money wages and salaries before any deductions, net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses). Income also includes regular payments from Social Security, Black Lung benefits except for the first \$20.00 of each monthly benefit, railroad retirement, unemployment compensation, workers' compensation, strike benefits from union funds, veterans' benefits, training stipends, college or university scholarships, grants, fellowships, and assistantships, alimony, child support and military family allotments or other regular support from an absent family member or someone not living in the household; private pensions, government employment pensions, including military retirement pay, and regular insurance or annuity payments; income from dividends, interest, rents, royalties or periodic receipts from estates or trusts; and net gambling or lottery winnings.

Income Not To Be Considered In Determining Eligibility:

For eligibility purposes, income does not include the following types of money received: utility allowances provided to public housing and Section 8 tenants, capital gains; any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car; one time payments from a welfare agency to a family or person who is in temporary financial difficulty, tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury. Also excluded are non-cash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits, food or rent received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied non-farm or farm housing, and such Federal non-cash benefit programs as Medicare, Food Stamps, school lunches, and housing assistance. The earnings of a child under 14 years of age; payments to Vista volunteers; income received under Title V of the Older Americans Act; direct benefits received by participation in the Foster Grandparents Program; and the value of child care services paid by the Department of Human Services and received by client households. Finally, no assets test will be used to determine income eligibility.

Fair Hearing Rights for Dissatisfied Households:

Tennessee's Public Welfare Statutes and Federal law require that there be provisions for appeals and fair hearing for applicants and recipients of assistance and services provided by the Department. These policies and procedures are clarified in the CSBG Manual, Volume 2, Policy and Procedure, June 2002, page 51.

CHAPTER IV

CSBG SERVICES TO BE PROVIDED

Introduction

In FY 2009, Tennessee will use CSBG funding to provide a range of programs/services, which are designed to have measurable outcomes for the low-income families and individuals served. CSBG programs/services are available in all ninety-five Tennessee counties.

In general, CSBG programs/services are not classified by the type of low-income group served—children, youth, or the elderly. They are classified by the poverty-causing conditions listed in the CSBG Act—lack of a job, lack of adequate education, lack of decent housing, poor nutrition, etc. An exception to that general rule is services for the homeless. Because of the current efforts of some federal and state agencies to identify resources available to the homeless, all services targeted to the homeless and other CSBG-funded homeless assistance should be listed in the Emergency Services category regardless of the type of service.

The premise of the classification of CSBG programs/services upon which the annual CSBG/IS report has been based is that all programs/services funded with CSBG funds fit into one of the broad categories mentioned in the CSBG Act. Based on customer needs, agencies will select and offer the programs/services most needed in their geographic area. Agencies will decide how to classify each program/service. Agencies will determine its primary purpose, and then assign it to whichever of the nine broad CSBG program/service categories it most closely matches.

The nine broad CSBG program/service categories are given in this Chapter. A brief description of subcategories is listed for each category. The subcategories are examples of types of activities that may be included under each category. It is important to remember that agencies are not required to offer all sub-categories of a program/service nor are the specific activities listed an exclusive list. Instead, agencies will design each program/service to include only the sub-categories that will enable them to meet the needs of their customers and use the specific activities listed as a guide in determining which category and subcategory most closely matches. Agencies may consider unique programs within each of the nine broad CSBG program/service categories.

If the agency's needs assessment supports the development of a unique service outside these parameters, this would be considered for funding under service category 10 'Other'. Planning activities are considered an important component of most services. However, the Department of Human Services believes the bulk of each agency's funding needs to be used for services that directly benefit the low-income population.

Service Category 1 - Employment

Specific activities in the Employment Service category may include:

Information and Referral (I & R)

- Information about employment and job training services.
- Referral to community programs.

Job Counseling

- Periodic counseling of un- or under-employed participants, including help with job hunting skills, formation of job clubs or identification of jobs.
- Can include I & R activities.

Job Placement/Development

Consists of comprehensive projects to get jobs for low-income persons:

- Development means finding vacant positions for which employers agree to interview low-income job seekers.
- Placement includes setting up job interviews for participating job hunters. Can include job counseling, job banks and I & R activities.

On-the-Job Training (OJT)

On-the-Job Training (OJT), activities to enhance the skills of working persons during their hours of employment.

Summer Youth Jobs (OJT)

Summer jobs for low-income young people, providing them income, work experience, and perhaps OJT.

Head Start Staff/OJT

Use of CSBG resources for OJT projects for Head Start staff, in support of that HHS program.

Weatherization Crew (OJT)

Use of CSBG resources for OJT projects for crews and staff, in support of DOE or other Weatherization assistance programs.

Other OJT

Other OJT projects of local CSBG agencies, such as adult work experience, or career development for the staff of local CSBG agencies.

Employment Generating Projects

- Businesses, services or projects supported or run by local CSBG agencies to provide new job opportunities for low-income people.
- Can also include part-time income-enhancing projects such as establishing produce markets to sell surplus produce from community gardens.

Skills Training

Training in skills for which there are immediate or reoccurring job opportunities.

Includes training in word processing, welding, job hunting and similar skills.

Other Employment Projects

- Includes support of Green Thumb and projects to assist in finding jobs for such groups as the elderly, ex-offenders and single mothers.
- Can include provision of transportation to employment project participants and support for Department of Labor programs such as welfare-to-work and former JTPA programs consolidated under the Workforce Investment Act (WIA).

Interagency and Statewide Planning and Coordination

- Participation by CSBG agencies in the local planning and coordination of the Workforce Investment Act (WIA).
- Participation by CSBG agencies in local, regional or statewide planning and/or coordination of other community employment programs.

Community Organization and Brokerage/Advocacy

Projects to mobilize community resources to meet the employment and job training needs of low-income persons, to increase community or employer awareness of identified employment and training needs of the poor and to arrange for partnerships and coordinated initiatives in employment projects.

Service Category 2 - Education

Specific activities in the Education Service category may include:

Information and Referral

- Information about educational opportunities.
- Referral to community programs.

Counseling and Guidance

Providing advice and guidance to low-income youths and adults about their educational aspirations and opportunities. These services may come in the form of:

- Counseling for at-risk students and dropouts,
- Students seeking scholarships to a college or technical school,
- Adults seeking educational resources.

Public Education and Public Information

Educational or informational activities conducted by local CSBG agencies to inform the general public about the problems and solutions of poverty in their communities.

Head Start Support

Use of CSBG resources to supplement and improve the educational quality of the Head Start programs that are run by local CSBG agencies.

Day Care and Child Development

- Childcare and/or classes, frequently providing both child development instruction and support for working parents.
- Direct instruction in parenting skills.

Adult Basic Education (ABE), GED Instruction and/or Other Instruction

- Classes preparatory to obtaining a high-school equivalency certificate (GED), literacy skills, basic math skills, and English language, as well as all other instruction, workshops and tutoring.
- May also include classes in alternative education for high school drop-outs, craft workshops, etc.

Other Education Projects

- Provision of transportation to education project participants;
- Scholarship programs for low-income students;
- In-school drop-out prevention;
- Tutoring and counseling, etc.

Interagency and Statewide Planning and Coordination

Cooperation in meeting community education needs through Interagency planning and/or coordination, and Statewide meetings or conferences to educate the general public or policymakers about the needs of low-income groups. Includes coalition-building projects of state CSBG offices to bring together concerned organizations and agencies to study, gather information and recommend solutions for the statewide needs of low-income groups.

Community Organization/and Brokerage/Advocacy

Projects to mobilize community resources to meet the educational needs of low-income persons, to increase community or employer awareness of identified employment and training needs of the poor, and to arrange for partnerships and coordinated initiatives in education projects.

Service Category 3 - Income Management

All CSBG Energy Efficiency activities should be included here.

Specific activities in the Income Management Service category may include:

Household Financial Counseling and Information and Referral

- Providing information and referral about income management and counseling,
- Instructing low-income individuals and families about preparing and implementing household budgets,
- Assisting with personal, credit and general consumer education issues.

Income Tax Counseling

Assisting low-income individuals and families to prepare their federal, state and/or local annual income tax reports, and informing them about the availability of credits and benefits.

Alternative Energy Installations, Public Information (Energy Conservation, Residential Energy Conservation Workshops, Weatherization Support)

- Workshops for low-income people or the general public on do-it-yourself home energy conservation measures.
- The use of CSBG resources to supplement the DOE or other state and federal weatherization programs run by local CSBG agencies with the objective of obtaining greater residential energy savings for low-income families.
- Installation of solar window collectors, greenhouses, solar hot water heaters and other residential applications of low-cost alternative energy devices.

Other Income Management Projects

Other projects to assist low-income persons to make better use of available income, such as organizing credit unions, food co-ops and car pools or van pools.

Interagency or Statewide Planning and Coordination

Participation in interagency local or statewide planning and/or coordination to meet community needs in areas such as residential energy conservation, tax preparation, consumer education, etc.

Community Organization and Brokerage/Advocacy

- Projects to mobilize community resources to identify or meet the needs of low-income persons to preserve income.
- Projects to increase local awareness of the identified needs of low-income populations to stretch their income and to arrange for partnership and coordinated initiatives in income management projects.

Better Use of CSBG Resources

Initiatives which pioneer more effective CSBG uses:

- Grants or contracts to train or provide technical assistance to local CSBG agencies, whether made to individual consultants, firms, state CAA associations or state training bureaus, would be entered here.
- Data collection projects, except needs assessments, would also be entered here.

Service Category 4 - Housing

Specific activities in the Housing Service category may include:

Information and Referral

- Information about housing services.
- Referral to existing community programs.

Homeownership Counseling/Loan Assistance

- Counseling on homeownership for low-income people, including assistance completing applications for HUD and Rural Development (formerly FmHA) home loan programs.
- Other Housing Counseling and Landlord/Tenant Advocacy
- Counseling in landlord/tenant relations, as well as assistance in applying for rent subsidies and with default/displacement and relocation situations, as well as fair housing concerns.

Home Repair/Rehabilitation

- Provision of home repair and residential rehabilitation services to elderly and other low-income households.
- Can include home maintenance workshops.

Other Housing Programs

- Support for group homes;
- Meeting safety and health code standards;
- Home construction for low-income families;
- Urban homesteading; provision of transportation to housing project participants;
- Initiatives to enforce the Community Reinvestment Act.

Interagency and Statewide Planning and Coordination

- Cooperation in meeting community housing needs through interagency or statewide planning and/or coordination.
- Can include participation in preparation of applications from local governments for Community Development Block Grant funds, rural water and waste water facilities and Section 8 Housing.

Community Organization and Brokerage/Advocacy

Projects to mobilize the resources of communities to identify or meet the housing needs of low-income families.

Service Category 5 - Emergency Services

Specific activities in the Emergency Service category may include:

Information & Referral

- Information about emergency and disaster relief services.
- Referrals to existing community programs.

Cash Assistance/Loans

One-time payments or short-term loans to families or individuals to help meet emergency needs for shelter, food, clothing, fuel, etc.

Emergency Energy Support

- Use of CSBG resources to amplify or supplement the crisis assistance or fuel payments aspects of any home energy assistance programs that are run by local CSBG agencies.
- Any CSBG resources used to make emergency energy payments, energy-related repairs, energy-related advocacy and/or crisis interventions, especially with energy suppliers.

Crisis Intervention & Crisis Case Management

Intervention in emergencies such as those resulting from child, spouse, alcohol or drug abuse, illness or unemployment.

- Includes temporary shelter for battered women and crisis hotlines.
- Can also include mediation or cases where the loss of benefits from programs such as TANF or Food Stamps causes family emergencies.

Donated Goods/Services/Cash

Mobilizing, storing and distributing donations of money, food, clothing, furniture, wood and other fuels, and professional services to help families and individuals meet one-time emergencies or recover from disasters.

Other Emergency Services

Can include services such as transportation to meet family emergencies; provision of legal aid.

Homeless Aid

- Temporary shelter and/or food programs for the homeless.
- Can include other help, such as clothing, medical care and shelter construction.

Interagency or Statewide Planning and Coordination

Cooperation in meeting community emergency or disaster relief needs through interagency planning and/or coordination.

Community Organization, Brokerage/Advocacy

- Projects to mobilize the resources of communities to meet the emergency or disaster relief needs of their low-income groups.
- Projects to increase the awareness of the identified emergency or disaster relief needs of low-income groups.

Service Category 6 - Nutrition

Specific activities in the Nutrition Service category may include:

Information and Referral/Counseling

- Information about nutrition services
- Referral to community programs.
- Can include short-term or one-time counseling to individuals or groups about nutrition, diet and food preparation.

Surplus Food/Commodities Distribution

Use of CSBG resources to store and distribute surplus USDA agricultural commodities and other federally provided emergency food to low-income persons.

Food Pantries/Shelves

Organization or operation of community distribution outlets of locally donated food—such as dented canned goods and overstocked produce -- to low-income persons. This also includes assistance to regional food banks for preparation of food baskets.

Hot Meals

Providing hot breakfasts, lunches or dinners to low-income children, adults or elderly. This includes congregate or home-delivered meals.

Gardening/Canning/Self-Help Production

Assistance with neighborhood or community gardens to improve the diets of low-income families or operation of community canneries, or other projects to assist low-income families with preserving fruits, vegetables and meats.

Nutrition Education/Comprehensive Counseling

Comprehensive training in nutrition principles, guidance in consumer behavior, home economics, child and baby nutrition training, etc.

Other Nutrition Projects

Use of CSBG resources to amplify or supplement the Women, Infant and Children (WIC) program; summer feeding programs for children; provision of transportation to nutrition project participants; etc.

Interagency and Statewide Planning and Coordination

Cooperation in preventing starvation and malnutrition through interagency planning and/or coordination.

Community Organization and Brokerage/Advocacy

Projects to mobilize community resources to meet the nutritional needs of low-income families, such as Thanksgiving basket campaigns and projects to increase local awareness of identified nutritional needs of low-income groups.

Service Category 7 - Linkages

Specific activities in the Linkages Service category may include:

Information & Referral (I & R)

This is the classification only for CSBG agencies that utilize umbrella I&R units rather than incorporating the function into each program. List funding for that part of the local CSBG agency that fields all inquiries about available services, and makes referrals to community programs.

Family/Individual Counseling Programs

Programs providing one-to-one sessions with multi-problem individuals or families by certified counselors. Comprehensive case-management for a long-term development program should be listed in Service Category 8, Self-Sufficiency.

Local or State Needs Assessments and Other Community Outreach

- Projects undertaken by local or state CSBG agencies to identify and prioritize the needs of low-income citizens eligible for CSBG services and covering multiple problem areas and issues.
- Multi-purpose, general activities of units of local CSBG agencies that recruit volunteers and coordinate their activities and/or inform low-income citizens of numerous services they are eligible for;
- Organizing community meetings;
- Coordinating community activities, such as beautification, recycling or crime prevention campaigns.

Transportation Projects

- Multi-purpose transportation components that convey participants, young and old, to services they need within their communities;
- Provision of transportation to meet the various needs of the elderly and handicapped, which cannot be assigned to a single direct program purpose in Service Categories 1 - 6 or in the Health Service category;

Elderly Projects

Multi-purpose or miscellaneous projects not listed in other subcategories and that are primarily for elderly people. (Employment or hot lunch projects, even if exclusively for the elderly, would be reflected in the Employment and Nutrition categories, respectively.) Can include such projects as support for multi-purpose senior centers; or recreation, consumer and homemaker services.

Neighborhood/Community Development

General funding for neighborhood or community centers that are multi-purpose satellites of local CSBG agencies; community or economic development projects of local CSBG agencies; etc.

Summer Youth Recreation

Projects to involve low-income youth in summer activities.

Other Linkages Projects

Miscellaneous projects, such as full-year youth recreation projects; multi-purpose services for ex-offenders; etc. Please provide some details describing these projects.

Interagency Planning and Coordination

Activities to cooperate with and participate in the planning and/or coordination of community services for low-income groups, such as support for planner(s) or planning units of generalists that support all CSBG funded services.

Community Organization and Brokerage/Advocacy Projects

- Comprehensive, multiple-purpose projects of local CSBG agencies to mobilize community resources to meet a range of difficulties preventing low-income citizens from attaining self-sufficiency.
- Projects of state CSBG offices to increase statewide awareness of identified needs of low-income populations.

Service Category 8 - Self-Sufficiency

The purpose of this section is to capture expenditures being devoted to comprehensive, long-term programs of family development whose purpose is to help clients achieve a set of goals which will result in greater self-sufficiency and will eliminate some of the causes of that family's poverty. While all CSBG expenditures in some way relate to these purposes, this section is for reporting on specific sub-grantee programs whose name and core purpose is related to such coordinated comprehensive strategies.

A significant number of Community Action Agencies are now incorporating comprehensive self-sufficiency programs into their client service practices.

Recommendations from the states, CAAs and the National Task Force suggested the CSBG/IS address these activities and their distinct services in a separate category. In order to help determine what a comprehensive self-sufficiency program involves, the description below provides the fundamental elements.

A Comprehensive Self-Sufficiency Program is a comprehensive system of support services which promotes, empowers and nurtures families or family members toward self-sufficiency. At a minimum, the following elements are included in a comprehensive/case management program:

- a comprehensive assessment of the issues facing the family or family members and the resources the family brings to address these issues;
- a written plan toward self-support created with each family;
- a comprehensive assortment of services that are available to implement the plan;
- a case management methodology used to track and evaluate progress, as well as adjust the plan as needed; and
- staff who are flexible and establish trusting and long-term relationships with participants.

Specific activities in the Self-Sufficiency Service category may include:

Case Management

A system which helps clients to achieve self-sufficiency through comprehensive education, goal-oriented action, and guidance, etc. under the guidance of a trained professional.

Childcare

Expenditures to pay for participants' childcare while they achieve program goals.

Family/Individual Counseling Programs

Counseling programs developed as part of the overall strategy for achieving self-sufficiency.

Cash Assistance

Purchases for cash grants to program participants.

Family Development/Intervention for Family Stabilization

This refers to crisis intervention/resource mobilization by para-professional specialists who provide case management and advocacy for families and individuals to promote self-sufficiency and coordinate public and private community resources to meet needs. This includes activities to assist families and individuals in preventing or addressing personal and situational problems by arranging and/or providing short-term assistance in developing long-range plans to meet multiple needs and emergencies that are preventing self-sufficiency. Services include outreach, advocacy, informal counseling, information and referral, follow-up and promoting active client participation in the process.

Service Category 9 - Health

The purpose of this section is to capture the increasing number of health-related activities that states have historically reported under "Linkages: Other." The categories below are those mentioned in notes provided by states on their past surveys. Programs historically reported under Nutrition should remain there, even though they clearly promote good health.

Specific activities in the Health Service category may include:

Transportation to Medical Services

Transportation of low-income people to and from medical services.

Medical or Dental Screening

Expenditures for services to assess medical or dental needs.

Immunization

Expenditures in support of immunization programs and/or for providing immunization.

Prevention of Drug Abuse or Alcoholism

Funding for programs of education and support of clients for prevention of these health problems.

Treatment of Alcohol/Drug Abuse

Expenditures related to identification and in- or out-patient treatment of these addictions.

Pregnancy Related: Maternal and Infant Health

Expenditures related to health services for expectant and new mothers and infants. If these services are predominantly nutritional, e.g., education and food, they should continue to be reported under the Nutrition Service category, as should CSBG expenditures, which directly support the WIC program. If most of the resources are being spent for non-nutritional screening and services, report them here.

Family Planning Services

Family planning, counseling, information and/or assistance.

Rural Health Programs

All programs designed to coordinate/increase all health resources available in rural areas.

Other Primary Health Care

This portion is for reporting direct primary services (services to eliminate disease, injury, malnutrition etc., not indirect help like education and prevention) funded by CSBG. Please provide additional information so we can fully understand the services offered. Medication, clinic visits, or home health care not covered in a subcategory above might fit here.

Other Health Programs

Any important health related services we may have missed above. Please provide us as much additional information as possible for any entries you make here.

Service Category 10 - Other Programs to Eliminate Causes of Poverty

While NASCSP hopes to keep the number of new categories down, we wish to ensure there is opportunity to report on every significant CSBG funded activity under a relevant heading.

While most leadership, advocacy, and partnership activity should be listed under linkages, if you feel there is a related effort that does not fit in the linkage category and you choose to list it as "Other," you MUST provide an explanation.

If any funds are identified under the "Other" service category, please provide an attachment describing the types of programs funded.

CHAPTER V

PLANNING AND COORDINATION

Local Agencies

Local CSBG agencies are responsible for completing advance Results-Oriented Planning which focuses on the impact the services have on their customers. This Planning process incorporates concrete goals, objectives, and measures that are used in determining how successful the agencies are in serving their customers.

Each agency's allocation is based on the county poverty rate for the geographic area served by the agency. Local Results-Oriented Planning should lead to an equitable distribution of services to customers whose income is at or below 125% of the OMB poverty income level.

Uniformity in the Results-Oriented Planning process is the State's goal as it helps in delivering better customer services. Plans that are based on accurate customer needs assessments target better services and enable agencies to measure results. The performance measures support decisions the agency makes concerning how funds are allocated to various service programs.

CSBG Needs Assessment

The CSBG Needs Assessment provides current, reliable information about the population and the geographic area served by each agency. The Needs Assessment includes basic information, such as:

- o geographic location (counties served, problems/obstacles to service provision in any given county, i.e., changing communities, lack of jobs or transportation)
- o demographic information about the customers to be served (estimated number of poor and vulnerable customers, general population estimate, racial/ethnic composition, and disabled)
- o needs description of customers to be served (educational level, unemployment rate, job market, housing standards/needs, crime rate, nutritional needs, substance abuse, single-parent household, etc)
- o other agencies serving this population (services they provide, availability in all counties, accessibility, diversity among counties)
- o data analysis (summarized information collected for decision making)

The assessment relies heavily on baseline information in agency records and on customer, board, and community surveys. Public meetings, United Way assessments, other service provider assessments, etc are utilized.

Community Action Plan

As a condition of CSBG funding in FY 2009, each agency will be required to prepare and submit to the Department its Community Action Plan annually. This Plan will be based on the Results-Oriented Planning process and includes:

- o community needs assessment, including food needs
- o description of the service delivery system targeted to low-income families and individuals in the agency service area
- o description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultations
- o description of the goals and outcome measures to be used to determine success in promoting self-sufficiency, family stability and community revitalization

Innovative Community and Neighborhood-based Initiatives:

ROMA implementation has continued to encourage agencies to think more creatively in their service approaches. Some examples of services created in the last three years include:

- o **Pharmaceutical Service:** Due to the high cost of prescription medicines, several agencies have added a Pharmaceutical Service. This service provides ongoing financial support for the elderly who would otherwise be unable to make these purchases. Other agencies have adapted this service to also meet the needs of families without health insurance.
- o **Earned Income Tax Credit:** Several agencies are helping customers recover funds through this and other tax preparation programs. Education programs are also provided to assist customers improve their budgeting techniques.
- o **Water/Wastewater Program:** One agency has partnered with USDA to assist low-income homeowners obtain clean drinking water and healthy septic systems. In addition to providing the family with a safer environment, this program also increases the home's property value.
- o **Counseling for Troubled Teens:** One Tennessee agency has provided the local school system with an on-site counselor. Troubled teens are referred for counseling and family support services by their teacher. The agency also co-sponsors a support group that works with teens on leadership skills.
- o **Housing Repairs for the Elderly and Disabled:** Several Tennessee agencies work with volunteer groups to provide home safety repairs that include roof repair or replacement, plumbing and electric repairs, installation of wheel-chair ramps, repair or replacement of faulty heating or cooling appliances, replacement of deteriorated bath fixtures, and other miscellaneous repairs that eliminate hazardous conditions in the home.

CHAPTER VI

ADMINISTRATION AND FINANCING

Organizational Structure for Administering Plan

Commissioner's Office

The Department of Human Services was designated by the Governor as the single state agency to administer the CSBG program in 1983. The Commissioner of the Department is a member of the Governor's Cabinet.

Adult and Family Services

The Community Services Unit, within the Adult and Family Service Section, is responsible for the overall administration of the Community Services Block Grant Program. This unit also administers the Social Services Block Grant Program, the Weatherization Assistance Program, and the Low Income Home Energy Assistance Program. This administrative responsibility involves arranging for the provision of services through grant contracts with public and private agencies. Also, this staff is responsible for the allocation of funds; policy development; contract negotiation; technical assistance, training and evaluation of contract agencies providing these programs.

Other State Office Organizations

Other DHS State Office organizational units providing major support services for the Community Services Block Grant Program include the Fiscal Services Section, the Budget Section, Internal Audit and Program Review Section, and the Information Systems Section.

MONITORING OF LOCAL CSBG AGENCIES

Monitoring:

Staff from the Department's Program Review and Internal Audit staff conducts on-site monitoring activities for the CSBG program. Programmatic monitoring is conducted in local CSBG agency offices.

Emphasis in monitoring is placed on administration, efficiency, program design and implementation, customer eligibility (including reviews of outcomes) and recordkeeping. The Department of Human Services' Community Services staff has developed program policy against which agencies are evaluated. Monitoring staff will attempt to complete their program review in one visit. CSBG agencies are notified in writing of the findings of the review. If problems are identified, the CSBG agency is asked to submit a corrective action plan to the Department of Human Services for approval. If the review indicates the agency needs training or technical assistance, the Department of Human Services program staff provides follow-up. A copy of the review report and any corrective action activity is maintained in the Department of Human Services' file. The State follows required CSBG monitoring requirements by assuring each CSBG recipient is monitored at least every three years. High risk agencies are monitored annually.

Contract agencies are required to submit financial reports of expenditures to the Department's Fiscal Services. The report is reviewed by Fiscal staff and validated by State monitoring staff.

Fiscal Review:

The Department of Human Services Fiscal Services reviews expenditures reported on the agency's reimbursement report/invoice. Staff compares reimbursement reports with the agency's contract budget to determine liquidation rates and appropriate line-item expenditures. The agency's quarterly expenditure reports are also reviewed to determine that they agree with the monthly invoice amounts, and that expenditures appear to be reasonable and properly charged in accordance with the agency's approved cost allocation plan. This comparison enables Fiscal staff to determine the amount of unexpended funding in each contract at the end of the contract period. The agency's unexpended funding is included in the next year's contract.

If the agency's reports indicate problems in overspending, costs are questioned, adjusted, or otherwise resolved before the end of the contract period's final reimbursement. The agencies may request technical assistance with fiscal issues which include bookkeeping systems, cost allocation plans, and fiscal reporting and budgeting. This technical assistance will be provided by Fiscal Services.

CERTIFICATIONS AND ASSURANCES

The Governor has delegated to the Tennessee Department of Human Services the authority to make the certifications and assurances required by the CSBG Act. This section contains the required assurances and certifications along with the Department's plans for implementing them.

- A. Section 676 (a)(3) of the CSBG Act requires the State Legislature to conduct public hearings on the proposed use and distribution of CSBG funds for each fiscal year. The Tennessee Legislature conducts the required public hearings as part of its budget process. In lieu of minutes, audio tapes are kept by the Legislature on these public hearings.
- B. The State of Tennessee will provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem. The FY 2009 CSBG programs are designed to have a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem. Programs assist low-income participants, including the elderly poor. The programs to be provided are outlined in Chapter IV of this plan.
- C. The State of Tennessee will provide activities designed to assist low-income participants, including homeless individuals and families, migrants, and the elderly poor:
 - 1. to secure and retain meaningful employment
 - 2. to attain an adequate education
 - 3. to make better use of available income
 - 4. to obtain and maintain adequate housing and a suitable living environment
 - 5. to obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment related assistance
 - 6. to remove obstacles and solve problems which block the achievement of self-sufficiency
 - 7. to achieve greater participation in the affairs of the community
 - 8. to make more effective use of other programs related to the purposes of the CSBG Act

Tennessee's FY 2009 CSBG programs will assist low-income persons, including homeless individuals and families, migrants, and the elderly. These programs are discussed in Chapter IV of the FY 2009 CSBG State Plan. If changes are made in the program descriptions during the year, the Department of Health and Human Services will be notified.

- D. The State will contract with CSBG agencies on an emergency basis for the provisions of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor.

Chapter IV discusses the program area designed to provide these services. One example is found in Emergency Programs:

1. crisis intervention and crisis case management in regard to emergency needs
2. providing or arranging cash assistance on a one time basis or short term loans, donated food, clothing, furniture, etc.
3. helping with rent or mortgage payments, emergency shelter, and moving expenses
4. providing information and referral
5. offering homeless assistance

- E. The State of Tennessee will coordinate and establish linkages between governmental and other services programs to assure the effective delivery of CSBG services to low-income individuals.

The State of Tennessee encourages linkage and coordination between the CSBG Programs, other governmental, and community partners. All programs discussed in Chapter IV recognize the importance of interagency planning, community organization, and coordination. Other examples are given below:

1. FY 2009 CSBG funding will again be used to enhance administrative activities of local CSBG agencies in such programs as the Department of Energy Weatherization Program and the Temporary Emergency Food Assistance Program.
2. The Department works with numerous Federal and State agencies when delivering services to victims of natural disasters. Local CSBG agencies may provide manpower to staff certain functions of local disaster centers where victims are served. Examples of tasks may include transportation of clients, entrance and exit interviewing and providing general guidance/counseling to customers. Human Services also administers the Individual and Family Grant Program for disaster victims.
3. The CSBG Program is coordinated with other social services programs related to CSBG. The Director of the Community Services division directs the Community Services Block Grant, the Weatherization Assistance Program, the Low Income Home Energy Assistance Program (LIHEAP), the Social Services Block Grant Program, and other special projects as identified by the Department.

- F. The State will encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.

Local CSBG agencies continue to seek the support and involvement of the private sector of their programs. This can be observed through the utilization of volunteers in the various service programs and in contributions made to the service program, etc.

- G. The State provides assurance that at least ninety percent (90%) of Fiscal Year 2009 CSBG funds will be allocated to "eligible entities" as defined in Section 675C(a)(1) of the Community Services Block Grant Act (42 U.S.C.9901 et seq.) as amended.

A subsection of the CSBG State Plan confirms that the ninety percent (90%) pass-through requirement is met. In actuality, ninety-five percent (95%) of FY 2007 available funds are allocated to local CSBG agencies.

- H. Five percent (5%) of the State's CSBG award for FY 2009 will be reserved for state level administrative costs.

Tennessee provides assurance that it will not expend more than five percent (5%) of the CSBG award under Section 675C(b)(2) of the CSBG Act for administrative cost at the State level. An allocation plan for distribution of the State's CSBG award to local agencies is found in Appendix 4.

- I. The State provides assurance that in the case CSBG funds are allocated to a community action agency or non-profit organization that each board shall be selected by the agency or organization and constituted to assure that:

1. one-third of the members of the board are elected public officials currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the board, membership on the board of appointive public officials may be counted in meeting such one-third requirement;
2. one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served; and
3. the remaining one-third of the membership are officials or members of business, industry, labor, religious, welfare, education, or other major groups with an interest in the community.

Further, the State provides assurance that in the case CSBG funds are allocated to a public organization that the board shall be constituted to assure that:

1. at least one-third of the members are persons chosen in accordance with the democratic selection procedures adequate to assure that they are representatives of poor in the area served; or
2. another mechanism specified by the State has been adopted to assure low-income citizen participation in the planning, administration, and evaluation of activities for which the organization has been funded.

A narrative description concerning how Tennessee will implement Section 676B (a)&(b) of the CSBG Act follows:

1. As a requirement for funding, the Department of Human Services requires each agency which is allocated CSBG funds to submit a copy of its board of directors. The board structure is examined by the Department, and a determination is made as to whether it complies with the CSBG Act requirements. Public agencies will be required to submit documentation of how low-income individuals are involved in planning and implementing the CSBG program.

2. Each agency will have an on-site compliance review conducted by the State at least every 3 years. During this compliance review, the agency board structure is examined.
 3. A clause contained in each grant contract stipulates that the local agency shall comply with applicable Federal regulations in the performance of its duties under the contract. This provision includes Section 676B (a)&(b) of the Community Services Block Grant Act.
- J. The State shall give special consideration in the designation of local community action agencies to any community action agency, which was receiving CSBG funds under any Federal anti-poverty program on the date of enactment of the CSBG Act. The State, before giving such special consideration, shall determine that each agency met program and fiscal requirements established by the State. If no such agency exists during the year because of any change in the assistance furnished to programs for economically disadvantaged persons, the State shall give special consideration in the designation of community action agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds in the preceding fiscal year for which the determination is made.

When a geographic area of the state is not being served by an eligible entity during the year, the Governor of the state may solicit applications from, and designate as an eligible entity:

1. a private nonprofit organization (which may include an eligible entity) that is geographically located in the unserved area, that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements of this subtitle; and
2. a private nonprofit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the unserved area and that is already providing related services in the unserved area.
3. when no qualified organization in or near the area is identified or determined to be qualified to serve the unserved area as an eligible entity the Governor may designate an appropriate political subdivision of the state, with demonstrated effectiveness, to serve as an eligible entity for the area. In order to serve as the eligible entity for that area, the political subdivision shall have a board or other mechanism as required in section 676B(a)(b).

A description follows on the State's method of implementing section 676A of the CSBG Act. The state has given special consideration and designated twenty (20) CSBG agencies to administer local CSBG programs as required by the CSBG Act. The Department has determined that each of the agencies designated to receive CSBG funds has met necessary program and fiscal requirements of the State.

- K. The State agrees to prohibit any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with an election or any voter registration activity. 678F(b)(2)(B)&(C).

Local CSBG agencies are required to adopt a policy which prohibits any voter registration or election activities in accordance with the CSBG Act. This requirement is a prerequisite to CSBG funding.

- L. The State agrees to provide for coordination between anti-poverty programs in each community, where appropriate, with emergency crisis intervention programs under Title XXVI of this Act (relating to low-income home energy assistance) conducted in such communities). (676(b)(6).

Nineteen (19) of the twenty (20) local CSBG agencies operate the LIHEAP for their areas. The remaining agency has planned activities to make referrals to the LIHEAP agency serving the area.

- M. The State provides an assurance that fiscal control and fund accounting procedures are established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this subtitle, including procedures for monitoring the assistance provided under this subtitle, and provides that at least every year in accordance with subsection (f) an audit of its expenditures of amounts received under this subtitle and amounts transferred to carry out the purpose of this subtitle shall be prepared.

The Department of Human Services requires that subgrantees' accounting procedures and fiscal controls be in compliance with requirements of the State Comptroller's Office as outlined in *the Accounting and Financial Reporting for Not for Profit Recipients of Grant Funds in Tennessee*, and the *DHS Fiscal Policies and Procedures for Third-Party Agencies and Other Contractors*.

The annual audit of the Department's CSBG Program, which is required by Section 1745 (b) of the Omnibus Budget and Reconciliation Act, will be conducted by the State Comptroller's Office, an entity independent of any agency administering activities or services carried out under the CSBG Act. It will be conducted in accordance with generally accepted auditing principles on an annual basis. Within thirty (30) days after the completion of the audit, a copy of such audit will be submitted to the Legislature of the State and to the Secretary of the Department of Health and Human Services.

The Department of Human Services has established the following procedures and requirements for grantee agencies to follow to assure that these funds are managed responsibly:

1. An audit report completed by a Certified Public Accountant (CPA) documents their opinion as to whether or not the agency records fairly reflect the financial position of the agency in all material aspects. They also present financial information broken down by program, per OMB Circular A-133, as is required.
2. Required audits are forwarded to the Comptroller's staff for review to determine that they meet the requirements of OMB Circular A-133, and other requirements, as set forth in the contract to audit accounts.
3. The Department of Human Services Program Integrity staff record the receipt of these audits and follow up with agencies who have not submitted their audits.
4. The Department of Human Services Contract Service Accountants then compare the audited amounts to the agency's requests for reimbursement to establish congruence and fiscal responsibility.

5. The Comptroller's auditors perform test work to ensure that the Department of Human Services has followed these procedures.
 6. Department of Human Services Program Review and Program Integrity staffs conduct monitoring reviews in accordance with Tennessee Department of Finance and Administration's *Policy 22, Subrecipient Monitoring*, and the *Tennessee Subrecipient Monitoring Manual* during the program year. Monitoring objectives are as follows:
 - a. To obtain reasonable assurance that the agency is a going concern
 - b. To assess the reliability of internal controls
 - c. To verify that program objectives are being met
 - d. To verify that civil rights requirements are being met
 - e. To test the reliability of the financial and programmatic reporting
 - f. To test if costs and service are allowable and eligible
 - g. To verify contractual compliance
- N. The Department of Human Services assures that it will permit and cooperate with Federal investigations undertaken in accordance with Section 676 (b)(7). The State has included in its CSBG contracts a provision requiring the agency to permit and cooperate with any State or Federal investigation undertaken in accordance with Section 676 (b)(7).
- O. The State's CSBG funds will not be used to purchase or improve land or to purchase, construct, or permanently improve buildings or facilities, other than low-cost residential Weatherization or other energy-related home repairs, unless waived by the Department of Health and Human Services in accordance with Section 678F(a)(1)(2).
- P. Section 676 (c)(2) of the CSBG Act requires that the State's plan for meeting the assurances in section 676(c)(2) be made available for public inspection and comment.
- Copies of the State Plan are distributed to members of the Legislature as required, CSBG agencies, to the Department's local offices, and to other individuals seeking information about the program. The State Plan is also posted on the Tennessee Department of Human Services' website.
- Q. State CSBG requirements prohibit discrimination against any person on the grounds of handicap, disability, age, race, sex, color, national origin, religion, or any other classification protected by Federal or State constitutional and/or statutory law. No such person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under CSBG 678(c). A provision in each CSBG contract stipulates this requirement. Monitoring of local agency compliance with all discrimination requirements is done routinely by the State.
- R. The State of Tennessee provides assurance that any community action agency which received funding in the previous fiscal year under this Act will not have its present or future funding terminated under this Act or reduced below the proportional share of funding it received in the previous fiscal year unless after notice, and opportunity for hearing on the record, the State determines that cause existed for such termination or such reduction subject to the procedures and review by the Secretary as provided in Section 676(b)(8).

For purposes of making a determination with respect to a funding reduction, the term "cause" includes--

1. A statewide redistribution of funds provided through a Community Service Block Grant under this subtitle to respond to:
 - a. the results of the most recently available census or other appropriate data;
 - b. the establishment of a new eligible entity;
 - c. severe economic dislocation; and
2. The failure of an eligible entity to comply with the terms of its agreement to provide services under this subtitle. [678C(a)]

For purposes of making a determination with respect to a termination, the term "cause" includes -- the material failure of an eligible entity to comply with the terms of its agreement and Community Action Plan to provide services under this subtitle.

The CSBG agency shall be given notice if funding is to be terminated or if funding is to be reduced below its proportional share.

1. A written notice shall be sent to the CSBG agency stating the Department intends to terminate its CSBG funding or reduce its funding level below its proportional share twenty (20) days from the date of the notice. The notice shall contain the cause of the termination and time, date, and place of a hearing on the matter to be held not less than ten (10) days from the date of the letter. Just cause for termination will consist of any breach of the CSBG contract by the agency.
 2. A public hearing shall be conducted to review the cause of the proposed termination. The panel shall consist of one representative each from the following DHS offices: Assistant Commissioner for Adult and Family Services, Assistant Commissioner for Administrative Services and Director of Finance. The panel members shall convene the hearing and issue its recommendation(s) to the Commissioner within seven (7) days after the hearing.
 3. The Commissioner shall notify the CSBG agency of the Department's final decision on the case within fourteen (14) days after the hearing.
 4. A copy of the record of the public hearing shall be furnished to the Secretary of Health and Human Services, and no decision to terminate an agency's CSBG funding shall become effective until a finding by the Secretary of the Department of Health and Human Services confirms the State's finding of cause.
- S. Beginning on October 1, 2000, a State may recapture and redistribute funds distributed to an eligible entity at the end of a fiscal year if such funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year. In redistributing funds recaptured in accordance with this paragraph, States shall redistribute such funds to an eligible entity, or require the original recipient of the funds

to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds; for activities consistent with the purposes of this subtitle.

T. The State shall require each CSBG agency to develop a Community Action Plan as a condition for receiving funds. This Plan shall address customer goals and measures for determining success. The Community Action Plan shall be sent to the Department and shall be available for inspection as required. The Plan shall include:

1. a community needs assessment (including food needs)
2. a description of the service delivery system targeted to low-income individuals and families in the service area
3. a description of how linkages will be developed to fill identified gaps in service through information, referral, case management, and follow-up consultations
4. a description of how funding under this Act will be coordinated with other public and private resources
5. a description of outcome measures used to monitor success in promoting self-sufficiency, family stability and community organization. These are demonstrated as the six national ROMA goals:
 1. Low-income people become more self-sufficient
 2. The conditions in which low-income people live are improved
 3. Low-income people own a stake in their community
 4. Partnerships among supporters and providers of services to low-income people are achieved
 5. Agencies increase their capacity to achieve results
 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

Agencies will be required to submit this Plan with the FY 2009 proposal and budget. During the year, each agency will be monitored and information contained in the Plan will be evaluated. Also, agencies will be required to submit statistical information on the results of the customer outcome measures.

T. The State assures that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of funds under this subtitle (Section 678D(a)(1)).

The contract requires each agency receiving CSBG funding to comply with cost and accounting standards. These recipients are audited annually.

U. The State assures that Public Law 103-227, Part C. Environmental Tobacco Smoke, also known as the Pro-Children's Act of 1994 (Act), will be adhered to in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or

through states or local governmental by Federal grants, contract, loan, or loan guarantee. The contract will require each agency to comply with Public Law 103-227, Part C.

OTHER FEDERAL CERTIFICATIONS

- A. The State certifies that in accordance with Federal Regulations, Title 8 CFR Part 245a, as amended, procedures will be implemented to comply with regulations that allow services to newly legalized aliens under the Community Service Block Grant.
- B. In accordance with the Interior and Related Agencies Appropriations Act, Section 319, Title 31, United States Code 1352, agencies receiving CSBG funds are prohibited from using these funds for lobbying.

Compliance with this certification is ensured contractually with each CSBG recipient.

- C. In accordance with 45 CFR Part 76, agencies receiving CSBG funds shall, by signing the contract, certify that neither it nor its principals are debarred, suspended or proposed for suspension.

Compliance is determined through this provision being included in each contract and by the agency signing the Certification Regarding Debarment which is included in each contract.

- D. The State certifies that in accordance with the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F, agencies receiving CSBG funds will maintain a drug-free work place.
- E. The State certifies that in accordance with Title II of the Health Insurance Portability and Accountability Act of 1996, agencies will comply with its requirements by adhering to the standardized measures designed by the State to protect 'personal health information' or PHI.

Compliance with these certifications is ensured contractually with each CSBG agency annually.

CSBG ESTIMATED ALLOCATION PLAN FOR FY 2009 (July 1, 2008 - June 30, 2009)

The Department's CSBG **estimated** allocation plan for FY 2009 defines how available CSBG funds are to be divided between State administrative costs and allocations to twenty (20) local CSBG agencies.

FY 2009 estimated CSBG Available Funds	\$12,810,000.00
State Level Administrative Funds	\$640,500.00
Estimated Funds for Agency Contracts	\$12,169,500.00

Funding allocated to CSBG Agencies is based on the poor population in the agency's area compared to the total for the State. Appendix 4 lists the State's percentage of poverty level population by county.

Currently, carry-forward balances are re-allocated back to the same agencies at the same level except when they exceed 20 percent of the amount originally allocated to that agency. In this case, the State will recapture and redistribute such funds to a similar eligible entity, or private nonprofit organization, located within the community served by the original recipient of the funds; for activities consistent with Community Service Block Grant requirements. The State continues to enact changes to provide agencies with their carry forward balances earlier in the contract year.

It should also be noted that individual Agency and County level data are developed using the most current annual data from the Small Area Income and Poverty Estimates (SAIPE) program. The U.S. Census Bureau, with support from other Federal agencies, created the SAIPE program to provide more current estimates of selected income and poverty statistics than the most recent decennial census.

Estimates are created for states, counties, and school districts. The main objective of this program is to provide updated estimates of income and poverty statistics for the administration of federal programs and the allocation of federal funds to local jurisdictions.

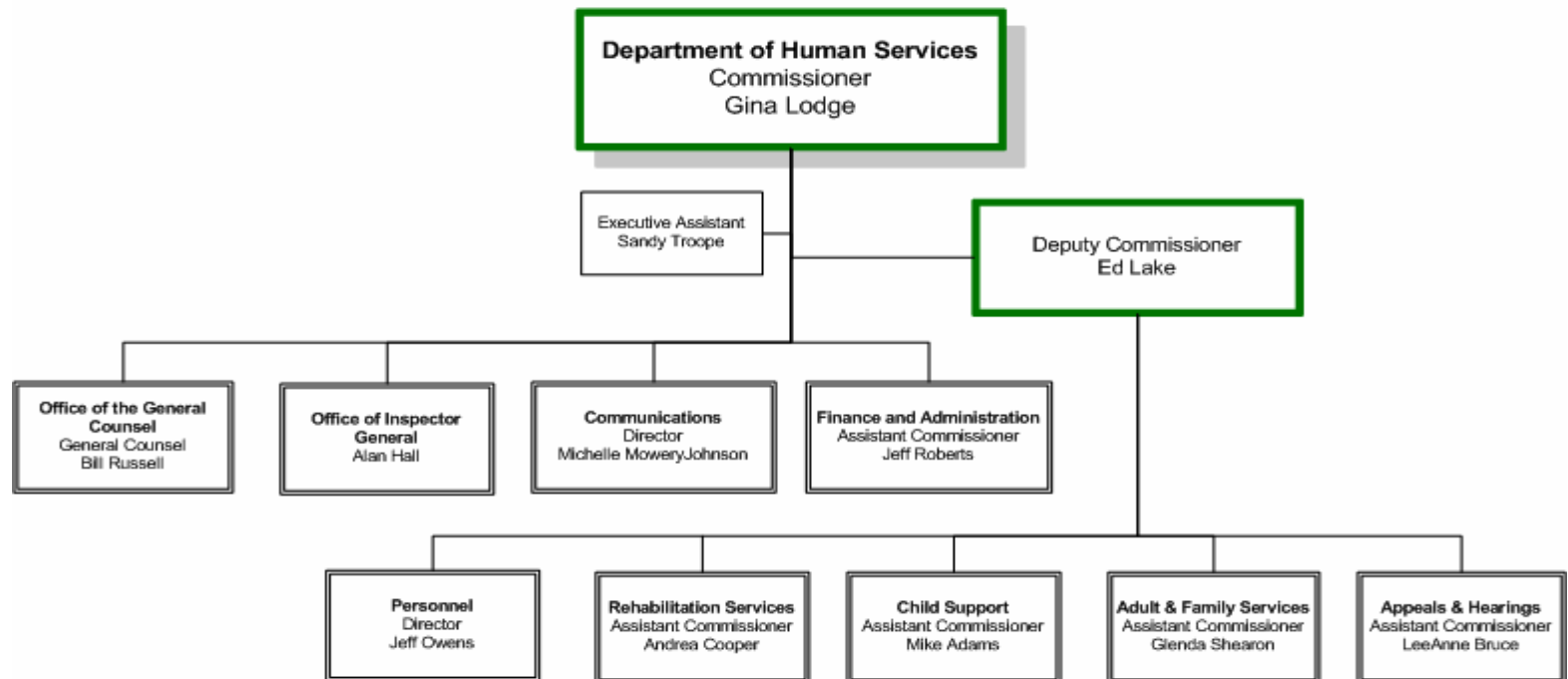
The data used in the calculations for the estimated allocations in this State Plan is the averages of the SAIPE program data for years 2003, 2004, and 2005. The Department uses this "rolling" three-year average instead of updating the allocation formula only after the formal Census every ten years.

APPENDIX 1

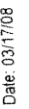
ORGANIZATIONAL CHARTS

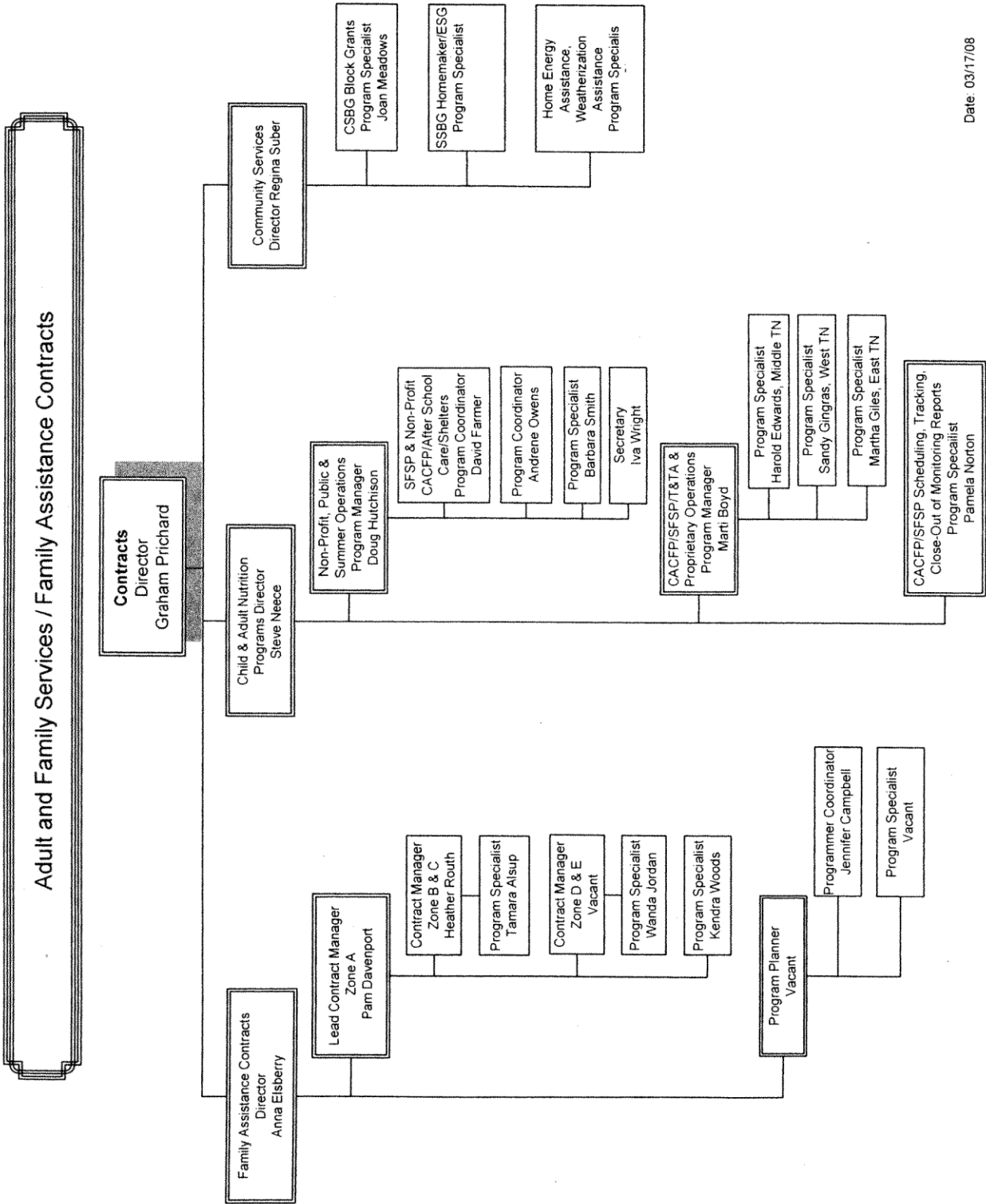
TENNESSEE DEPARTMENT OF HUMAN SERVICES

EXECUTIVE



ADULT & FAMILY SERVICES





Date: 03/17/08

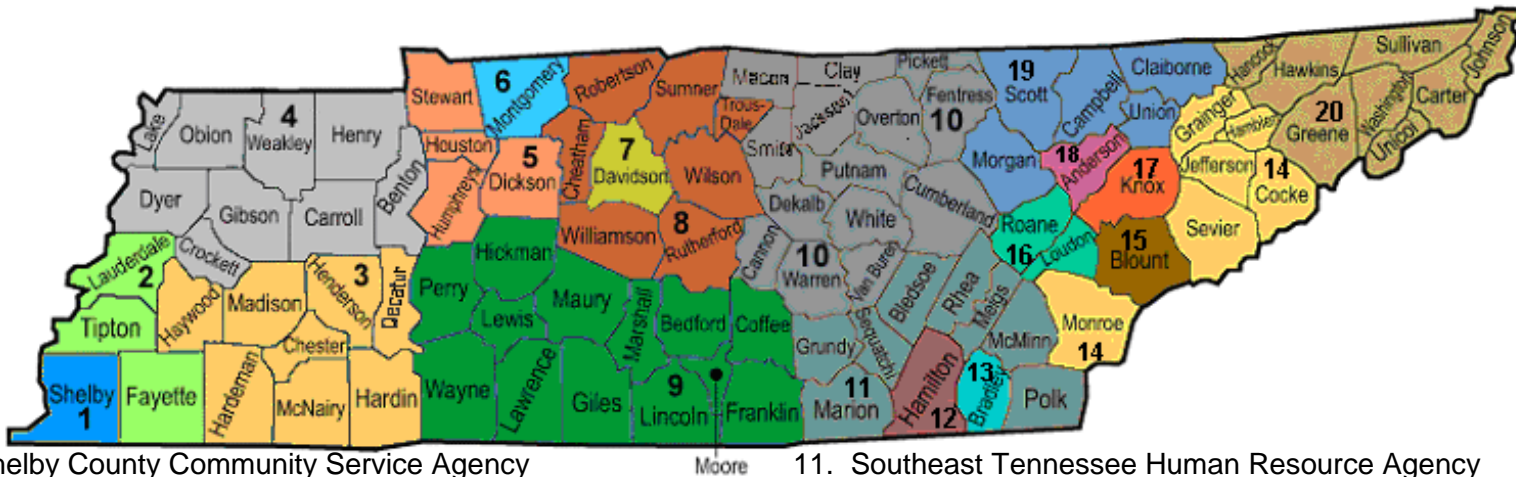
APPENDIX 2

MAP OF

TENNESSEE CSBG AGENCIES

TENNESSEE

COMMUNITY SERVICES BLOCK GRANT AGENCIES



1. Shelby County Community Service Agency
2. Delta Human Resource Agency
3. Southwest Human Resource Agency
4. Northwest Tennessee Economic Development Council
5. Highland Rim Economic Corporation
6. Clarksville/ Montgomery County CAA
7. Metropolitan Action Commission
8. Mid-Cumberland Community Action Agency
9. South Central Human Resource Agency
10. Upper Cumberland Human Resource Agency
11. Southeast Tennessee Human Resource Agency
12. Chattanooga Human Services Department
13. Bradley-Cleveland Community Services Agency
14. Douglas-Cherokee Economic Authority
15. Blount County Community Action Agency
16. Mid-East Community Action Agency
17. Knoxville-Knox County Community Action Committee
18. Anderson County Community Action Committee
19. Mountain Valley Economic Opportunity Authority
20. Upper East Tennessee Human Development Agency

APPENDIX 3
LIST OF CSBG AGENCIES
WITH ADDRESSES, PHONE AND FAX NUMBERS

TENNESSEE CSBG AGENCIES

<u>AGENCY NAME, ADDRESS, & DIRECTOR</u>	<u>COUNTIES SERVED</u> <u>PHONE/FAX NUMBER</u>
ANDERSON COUNTY COMMUNITY ACTION COMMISSION 135 East Broad Street Clinton, Tennessee 37716 Susan Bowling, Executive Director and CSBG Coordinator	Anderson Telephone: (865) 457-5500 Fax: (865) 457-5502
BLOUNT COUNTY COMMUNITY ACTION AGENCY 3509 Tuckaleechee Pike Maryville, Tennessee 37703 William A. (Bill) Crisp, Executive Director Kay Garrison, CSBG Director	Blount Telephone: (865) 983-8411 Fax: (865) 681-1781
BRADLEY-CLEVELAND COMMUNITY SERVICES AGENCY P.O. Box 3297 - 155 Sixth Street, S.E. Cleveland, Tennessee 37320 Harry Johnson, Executive Director Melanie McMahan, CSBG Coordinator	Bradley Telephone: (423) 479-4111 Fax: (423) 479-4113
CHATTANOOGA HUMAN SERVICES DEPARTMENT 501 West 12th Street Chattanooga, Tennessee 37402 Bernadine Turner, Executive Director Tommie Pruitt, CSBG Director	Hamilton Telephone: (423) 757-5551 Fax: (423) 757-5125
CLARKSVILLE-MONTGOMERY COUNTY COMMUNITY ACTION AGENCY 350 Pageant Lane, Suite 307, PO Box 487 Clarksville, TN 37041-0487 Joel Riddle, Executive Director Leslie Chiodini, CSBG Director	Montgomery Telephone: (931) 648-5774 Fax: (931) 648-5784
DELTA HUMAN RESOURCE AGENCY P. O. Box 634 - 915 Highway 51 South Covington, Tennessee 38019 Quincy Barlow, Executive Director Valarie Bond, CSBG Director	Fayette, Lauderdale, & Tipton Telephone: (901) 476-5226 Fax: (901) 476-5258
DOUGLAS CHEROKEE ECONOMIC AUTHORITY, INC. P.O. Box 1218 - 534 East First North Street Morristown, Tennessee 37816 Ray McElhaney, Executive Director Amie Whitworth, CSBG Coordinator	Cocke, Grainger, Hamblen, Jefferson, Monroe, & Sevier Telephone: (423) 587-4500 Fax: (423) 587-4509

(Page 2)

COUNTIES SERVED
PHONE/FAX NUMBER

Dickson, Houston, Humphreys,
& Stewart
Telephone: (931) 289-4101
Fax: (931) 289-5311

Telephone:(865) 546-3500
Fax: (865) 546-0832

Telephone: (615) 862-8860
Fax: (615) 862-8881

Cheatham, Robertson,
Rutherford, Sumner, Trousdale,
Williamson, and Wilson
Telephone: 615/742-1113/1137
Fax: 615/742-3911

Telephone: (865) 354-0450
Fax: (865) 354-0771

Telephone: (865) 691-2551
Fax: (865) 531-7216

Benton, Carroll, Crockett, Dyer,
Gibson, Henry, Lake, Obion, &
Weakley
Telephone: (731) 364-3228
Fax: (731) 364-5163

TENNESSEE CSBG AGENCIES

(Page 3)

<u>AGENCY NAME, ADDRESS, & DIRECTOR</u>	<u>COUNTIES SERVED</u> <u>PHONE/FAX NUMBER</u>
SHELBY COUNTY COMMUNITY SERVICES AGENCY 100 North Main, Suite 1300 Memphis, Tennessee 38103-0513 Dottie Jones, Division Director Kaye Lawler, Administrator Elizabeth Tate, Outcome Advisor	Shelby Telephone: (901) 545-4630 Fax: (901) 545-3592 (901) 523-7513
SOUTH CENTRAL HUMAN RESOURCE AGENCY 606 Lee Avenue, PO Box 638 Fayetteville, Tennessee 37334 James Coy Anderson, Executive Director Cathy Hayes, CSBG Director	Bedford, Coffee, Giles, Franklin, Hickman, Lewis, Lincoln, Lawrence, Maury, Marshall, Moore, Perry, & Wayne Telephone: (931) 433-7182 Fax: (931) 438-0074
SOUTHEAST TENNESSEE HUMAN RESOURCE AGENCY 312 Resource Road, PO. Box 909 Dunlap, Tennessee 37327 Ray Evans, Executive Director Joyce Nunley, CSBG Director	Bledsoe, Grundy, Marion, McMinn, Meigs, Polk, Rhea, & Sequatchie Telephone: (423) 949-2191 Fax: (423) 949-4023
SOUTHWEST HUMAN RESOURCE AGENCY 1527 White Ave - Highway 45 North Henderson, Tennessee 38340 Mike Smith, Executive Director Lisa Smith, CSBG Director	Chester, Decatur, Hardin, Hardeman, Haywood, Henderson, Madison, & McNairy Telephone: (731) 989-5111 Fax: (731) 989-3095
UPPER CUMBERLAND HUMAN RESOURCE AGENCY 3111 Enterprise Drive Cookeville, Tennessee 38506-4281 Phyllis Bennett, Executive Director R. Lee Webb, Community Services Director Sandra Carter, CSBG Director	Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, and White Telephone: (931) 528-1127 Fax: (931) 526-8305
UPPER EAST TENNESSEE HUMAN DEVELOPMENT AGENCY 301 Louis Street, PO Box 46 Kingsport, TN 37662 Lois Smith, Executive Director Anne Sparkman, CSBG Director	Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, & Washington Telephone: (423) 246-6180 Fax: (423) 246-5682

APPENDIX 4

ESTIMATED CSBG FUNDING FOR FY 2009

PERCENTAGE OF STATE POOR BY COUNTY

FY 2009 CSBG Estimated Allocations

**Available for
Contracts**

\$12,169,500

Agency	County	%		Agency %	Agency \$
Anderson County CAC	Anderson	1.1932%		1.1932%	\$145,211
Blount County CAA	Blount	1.5215%		1.5215%	\$185,163
Bradley-Cleveland CSA	Bradley	1.4318%		1.4318%	\$174,241
Chattanooga HSD	Hamilton	4.8789%		4.8789%	\$593,734
Clarksville-Montgomery County CAA	Montgomery	1.9695%		1.9695%	\$239,674
Delta HRA	Fayette	0.5023%		1.8862%	\$229,545
	Lauderdale	0.5802%			
	Tipton	0.8037%			
Douglas Cherokee EA	Cocke	0.8344%		5.1150%	\$622,476
	Grainger	0.4427%			
	Hamblen	1.0261%			
	Jefferson	0.8038%			
	Monroe	0.7798%			
	Sevier	1.2282%			
Highland Rim EC	Dickson	0.6646%		1.3001%	\$158,212
	Houston	0.1504%			
	Humphreys	0.2780%			
	Stewart	0.2072%			
Knoxville-Knox County CAC	Knox	6.4527%		6.4527%	\$785,263
Metropolitan Action Commission	Davidson	9.4300%		9.4300%	\$1,147,582
Mid-Cumberland CAA	Cheatham	0.4419%		7.2629%	\$883,861
	Robertson	0.7114%			
	Rutherford	2.5467%			
	Sumner	1.6096%			
	Trousdale	0.1281%			
	Williamson	0.9099%			
	Wilson	0.9154%			
Mid-East CAA	Loudon	0.5575%		1.4288%	\$173,876
	Roane	0.8713%			
Mountain Valley EOA	Campbell	1.0290%		3.1344%	\$381,439
	Claiborne	0.7298%			
	Morgan	0.4278%			
	Scott	0.5465%			
	Union	0.4012%			

Northwest Tennessee EDC	Benton	0.3429%		4.6656%	\$567,784
	Carroll	0.5752%			
	Crockett	0.2770%			
	Dyer	0.7523%			
	Gibson	0.7982%			
	Henry	0.5836%			
	Lake	0.1932%			
	Obion	0.5239%			
	Weakley	0.6194%			
Shelby County CSA	Shelby	18.8878%		18.8878%	\$2,298,554
South Central HRA	Bedford	0.6621%		6.5849%	\$801,345
	Coffee	0.8753%			
	Franklin	0.6107%			
	Giles	0.4797%			
	Hickman	0.4420%			
	Lawrence	0.7142%			
	Lewis	0.2196%			
	Lincoln	0.5250%			
	Marshall	0.4234%			
	Maury	1.0954%			
	Moore	0.0722%			
	Perry	0.1405%			
	Wayne	0.3250%			
Southeast Tennessee HRA	Bledsoe	0.2653%		3.3428%	\$406,805
	Grundy	0.3835%			
	Marion	0.4864%			
	McMinn	0.9219%			
	Meigs	0.2371%			
	Polk	0.2760%			
	Rhea	0.5463%			
	Sequatchie	0.2262%			
Southwest HRA	Chester	0.2737%		4.7106%	\$573,262
	Decatur	0.2410%			
	Hardeman	0.5845%			
	Hardin	0.6006%			
	Haywood	0.4232%			
	Henderson	0.4404%			
	McNairy	0.5055%			
	Madison	1.6417%			

Upper Cumberland HRA	Cannon	0.2163%		6.1067%	\$743,155
	Clay	0.1785%			
	Cumberland	0.8977%			
	DeKalb	0.3526%			
	Fentress	0.4651%			
	Jackson	0.2435%			
	Macon	0.4064%			
	Overton	0.3989%			
	Pickett	0.0983%			
	Putnam	1.1861%			
	Smith	0.2837%			
	Van Buren	0.1048%			
	Warren	0.8267%			
	White	0.4482%			
Upper East Tennessee HDA	Carter	1.1773%		8.6965%	\$1,058,316
	Greene	1.2053%			
	Hancock	0.2344%			
	Hawkins	1.0557%			
	Johnson	0.4191%			
	Sullivan	2.4977%			
	Unicoi	0.2931%			
	Washington	1.8139%			
	TOTAL	100%		100%	\$12,169,500

Transcript of CSBG Hearing

Public Hearing Transcript

February 19, 2008

Nashville, TN

Community Services Block Grant (CSBG) Program

We are going to do the programs in alphabetical order so it will be easier for me to keep up with, so we will start with the CSBG program for you to offer your comments, ask your questions or make suggestions. You might want to share some trends you're seeing in your community that we may need to know about as we are setting policies for next year. We are now ready for the comments on the Community Services Block Grant Program. So don't be shy, who wants to go first?

Participant: Marvin Cox, Metropolitan Action Commission. On page 13 it talks about the CSBG program and the homeless program. I take it we are not separating out homeless but everything would fall under CSBG emergency. Am I looking at that correctly?

State staff (Meadows): Right.

Participant: Ok and the second part is in the last paragraph where it talks the needs assessment under each service. Then in the last sentence it says however the Department of Human Services believes the bulk of each agency's funding needs to be used for services that directly benefit the low-income population. How are you defining "directly benefits the low income population? Are you talking about direct services or are you talking about a self sufficiency process where we work through a case management plan. Help me understand this because the word however changes things.

State staff (Meadows): You're wanting an explanation on the "however" statement? Ok, basically direct services are where the client is directly receiving the benefit.

This portion of the tape is inaudible.

State staff (Surber): Regarding the contact information, please make sure that our office has accurate emails, phone numbers for your direct staff and we will be asking in your service proposals to give us your board of directors, board chair. If changes happen during the year, you need to let us know. We need to know specifically who is to be signing your contracts. It is very important to us. We have a page in your service proposals to say who is authorized to sign our contracts. Frequently it is your board chair and we know those board chairs change. As you know once we get it in our system when we are doing amendments it will continue to print out that same signature line unless you have told us in advance that this needs to be changed.

State staff (Surber): In the past we've been a little more lenient with that and have let you draw a line through it and print in the new name but that's really not acceptable and it is going to slow things down in processing amendments if I sent to you an amendment and you go, oh that was the former board chair and we have a new now. Instead of letting you draw a line through it and print it, we are going to need to print a new document and sent it back to you for signature. So as soon as you know a board chair is changing, please send us the info. Or if the board chair has been signing and now they have decided to let the Executive Director sign, we need to know. Any kind of change in the signatory person means that you need to notify us as soon as possible. We never know when we may need to do an amendment and it saves time if we have accurate information already on file.

State staff (Surber): Are there other CSBG comments? Or complaints, we take those to.

State staff (Surber): Ok, if not we will move on to the LIHEAP program. If you think of something later about CSBG that will be ok, but just say that it is about CSBG so we can keep our comments on each program clear. Oh, ok another comment on CSBG.

State staff (Surber): We will be looking at that. The report form that we were given last year came out after we had completed our state plans and didn't quite match. This year I have asked that they give me clarification on what they are looking for so I will be able to have the report form match the info in the state plan. I can tell you there will be a monthly reporting form; I am hoping to make it as painless as possible. We do know that in CSBG there will be questions about direct and indirect services and I do try to make the Department aware that you do a lot with CSBG dollars that are not directly in the client's hands. You network a lot and work with other programs to support those programs and that's a part of CSBG, but at the same time we are going to be asked how many clients you actually served. Sometimes it is very difficult in an indirect service to count exactly how many clients that actually is. So I am struggling to find a way to give a full picture of what CSBG does. I've said in the past that numbers don't always give a full picture of what goes on in the program. But we are in an area where we do have to report numbers and dollars and I count on your narratives to help me fill in the gaps when I talking about the program services. That is one of the things that Graham is going to be doing is helping us get to that report. so it is something that gets at what I need to report upstairs or to a Legislator. Just last week is a good example. As Cathy knows I was emailing her back and forth because a legislator wanted to know how many clients had been served in Giles County. She obviously has multiple counties but this person was only interested in one county and only for one program. They specifically wanted to know how many clients and how much money had been spent on services. We may not always know why they are asking but I do need access to numbers. But we will try to revise the reports and get out some clearer instructions on what we are looking for. The reporting form will go out before July 1 and the instruction go with it so you will know.

State staff (Surber): We will definitely look into that. This year we did not get to put the carry forward out as quickly as we have in the past. There were reasons for that. Every year that there is a delay in the federal budget process, we don't know our actual funding levels until well into our contract period. We go out every July 1 with estimates that we hope are somewhere close to what we will eventually get. I can only do that so many years in a row until my budget folks start to get really nervous. I understand their viewpoint, but on the other side I know what you are saying. We are ready to release those carry forward funds and you should have an email from me when you return to your office. I actually worked on those last evening or so.

State staff (Prichard): Tell the truth Regina you did it over the weekend.

State staff (Surber): Ok, maybe I did. But my boss didn't hear that because I'm not supposed to be working on the weekends or coming in early or staying late.

Participant: Good.

State staff (Surber): Any further comments on CSBG?

State staff (Surber): Graham

State staff (Prichard): If you have a proposal that would work for you but actually tells the story and you want to propose something, than please do. We will see what we can do to develop reports that are useful.

State staff (Surber): Anything else on CSBG at this time? If not, we will move on to the LIHEAP program, the Low Income Home Energy Assistance Program. And again if later you think of something with CSBG just let us know but please note that you are speaking to the CSBG program so we can keep our records straight.